

**English Learner Advisory Committee (ELAC)**  
**“La Familia Primero \* Families First”**  
**Ellis Elementary School**

*Minutes*

October 18, 2006, 6:00 – 7:30 p.m.

Attendees: Mei Chin, ELD Coach; Magda Ramos, Outreach Liaison/Para-educator; Christine Muzik, Principal; Cindy Kersey, 3<sup>rd</sup> Gr. Teacher; Margarite Galvan, 1<sup>st</sup> Gr. Teacher; Lydia Lacy, Admin. Asst.; Kim Moya, Program Manager; Parent members, see list on separate sheet.

Absentees: n/a

Topic	Outcome
Dinner and Social  <i>All</i>	Parents signed in and each family received a handout that had the school map and district calendar.  Everyone enjoyed a dinner of enchiladas, salad, brownies, and lemonade. Food was provided by SESD Food Services, paid for by Ellis School.  Children went to the library for reading, art activities, and/or a movie. Supervision by Lydia Lacy and Kim Moya.
Welcome  <i>Christine</i>	Christine welcomed families and thanked them for coming to our first meeting of the year. She introduced herself and the staff present: Magda Ramos, Mei Chin, Cindy Kersey, and Margarite Galvan.  Christine emphasized the importance of parent support for their children’s success in school. The first step is attending the <i>La Familia Primero/Families First</i> meeting. Every parent made a pledge to attend all <i>La Familia Primero/Families First</i> meetings for further support.
Agenda  <i>Mei and Magda</i>	Mei and Magda welcomed parents. They explained that the <i>La Familia Primero/Families First</i> committee is an advisory committee for parents of English Learners. The agenda was reviewed.

Topic	Outcome
<p>School Staff</p> <p><i>Mei and Magda</i></p>	<p>In a PowerPoint, parents were shown a school map and the location of the office and ELD Room. Each grade level teacher was introduced to parents via a photo in the PowerPoint presentation.</p> <p>Parents were informed that:</p> <ul style="list-style-type: none"> <li>• Principals-in-Charge when Mrs. Muzik is away are Mr. Snyder, Mr. Hoffman, and Mr. Velasco. They take turns by month.</li> <li>• Mrs. Tsiang is the school technology technician. She and a team keep our computers running and our school website up.</li> <li>• We have a new school website. The address is <a href="http://elliselementary.org">http://elliselementary.org</a>. The old website is still functioning. Ms. Olaciregui and Mr. Gerth, fifth grade teachers, created the new school website.</li> <li>• If parents have any questions regarding their child's education, they should go see their child's teacher.</li> <li>• If parents have general grade-level questions, they may ask any of their child's grade level teachers.</li> <li>• For general questions, they should ask at the office. Mrs. Lacy is also bilingual.</li> <li>• If their children are absent from school, please call to inform the school. Also, write a note stating the reason for the absence and give it to the office for our records.</li> <li>• All visitors, including parents, need to sign in at the office if they are on campus during school hours.</li> </ul>
<p>La Familia Primero/ Families First Schedule</p> <p><i>Mei and Magda</i></p>	<p>The dates of all La Familia Primero/Families First meetings were given. Our November 8th meeting will focus on Standards-Based Report Cards because the ABCD grading system is no longer used in the District. We will also go over questions to ask at the Parent-Teacher Conference.</p> <p>Alba Alamillo, a published author and motivational/educational speaker, will present at the 2007 meetings. The topics selected are based upon parent feedback from last year's Parent Survey.</p> <p>Every parent should have received a blue flyer about La Familia Primero/Families First with the dates and topics listed. Extra flyers are available in the front office.</p> <p>Parents were informed to check in the Ellis Eagle Folder for important information going home from the school, such as the La Familia Primero/Families First flyer and the school newsletter.</p>

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<p>Dates to Remember</p> <p>Mei and Magda</p>	<p>Parents received a handout of the school calendar. The legend was explained:</p> <ul style="list-style-type: none"> <li>• circle and square are holidays – no school</li> <li>• diamond shape – no school; Staff Development Day</li> <li>• hexagon shape – Teacher Learning Days, school dismisses at 12:45 p.m. Pick children up promptly at dismissal.</li> </ul> <p>The following dates were reviewed with parents:</p> <ul style="list-style-type: none"> <li>• Wed., Nov. 1, 2006 – No School</li> <li>• Fri., Nov. 10, 2006 – No School</li> <li>• Mon.-Fri., Nov. 13-17 – Parent Teacher Conferences. School dismisses at 12:30 pm. Every parent should meet with their child’s teacher to discuss their child’s progress. We will go over questions to ask at the Parent-Teacher Conference at the Nov. 8th LFP-FF meeting. Pick children up promptly at dismissal.</li> <li>• Nov. 22 – 24, 2006 – No School; Thanksgiving holiday</li> <li>• Generally the first Tuesday of every month: Dec. 22; Jan 9; Feb. 13; March 13; April 10; May 8 – Teacher Learning Day; School dismisses at 12:45 pm. Pick children up promptly at dismissal.</li> <li>• Dec. 18-29, 2006 – No School; Holiday Break</li> </ul> <p>Parents were asked to plan extended family trips around the holidays so their children wouldn’t miss school.</p>
<p>School Plan: Services for Your Children</p> <p>Mei and Magda</p>	<p>Parents were informed of the services offered to their children at school:</p> <ul style="list-style-type: none"> <li>• ELD – focus is on listening, speaking, reading, and writing; 45 mins./day; by ability level to meet students’ language needs</li> <li>• Extended Day Tutorials – focus is on language arts; before and after-school classes; if would like child to be in Extended Day, go speak with your child’s teacher.</li> <li>• ELD Tutorial – before and after-school class offered; if would like child to be in this tutorial, go and speak with your child’s teacher</li> <li>• Homework Club – 2 classes; opportunity to get help with homework and finish it at school; if would like child to be in Homework Club, go and speak with your child’s teacher.</li> </ul> <p>Q &amp; A/Comments Session:</p> <p>Question: My child was in the ELD after-school tutorial last year. Can she be in it again? Response: Your child has made great gains and may not qualify. However, we are trying to take as many students as we can in that class. If some students can’t come to the class for any reason, your child can take their place. Go and request your child to be in the tutorial with your child’s teacher.</p>

Topic	Outcome
<p>Curriculum Materials Used for Teaching and Learning</p> <p><i>Mei and Magda</i></p>	<p>The following materials were shown and information given to parents:</p> <ul style="list-style-type: none"> <li>• Language Arts – Open Court textbooks and workbooks. Students take a weekly comprehension test, so it is important that children read the story multiple times each week. Parents should ask questions such as: <i>Who are the characters in the story? What happened in the story?</i> Students practice spelling, vocabulary, and comprehension skills in student workbooks. Some teachers assign workbook pages for homework.</li> <li>• Social Studies – Harcourt Reflections textbook and workbook. The textbook is available on a CD so students don't have to take home the heavy textbook. Ask your child's teacher for the textbook CD.</li> <li>• Math – Harcourt California Math textbook and workbook. Content instruction is given in the textbook. Follow-up work is given in the workbook. The pencil icon on the top of the workbook page gives the lesson number – correspond it to the lesson number in the textbook for directions on how to do the work/solve the problems.</li> <li>• Science – we do not have our adopted science textbook yet.</li> <li>• ELD – various curriculum materials are used.</li> </ul> <p>Parents asked if the textbooks and Social Studies CD were available for parent purchase so their children would have the resources at home.</p> <p>Action Item: The school will inquire with the textbook publishers and inform parents.</p>
<p>ELAC Elections</p> <p><i>Mei and Magda</i></p>	<p><b>The role of the ELAC President and DELAC Representatives was explained. (Self) Nominations were given. Parents elected by general consensus vote:</b></p> <ul style="list-style-type: none"> <li>• <b><i>La Familia Primero/Familias First President: Enrique Morales</i></b></li> <li>• <b>DELAC Representatives: Arturo Gonzales; Dhouti Shah; Maria Siu</b></li> </ul> <p>Mr. Morales introduced himself to the parents. [This is his second year at Ellis. He thinks Ellis is a great school. He is a consulate for the Mexican Embassy and would love to share information with and help parents with anything. He is proud to be their President.]</p> <p>The DELAC Representatives declined speeches.</p>

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<p>Thank You &amp; Raffle</p> <p><i>Mei and Magda</i></p>	<p>Parents were thanked for attending <i>LFP-FF</i> and showing support of the school. Christine queried parents about the quality of the dinner provided and what they would like served at the next meeting. The consensus was that tonight's dinner was good. They would like Asian food and more salads. A salad and potato bar would be appreciated.</p> <p>Two gift-boxes of prizes were raffled off. The winners were Maria Siu and Flora Alvarado.</p> <p>Many thanks to Magda Ramos for making the gift-boxes. [Gift-box contents: markers, crayons, paper, folder, scissors, glue, composition book, spelling book, pencils, etc.]</p> <p>The meeting ran 15 minutes late and every parent stayed until adjournment. Adjourned at 7:45 p.m.</p>
<p>Adjourn &amp; Discussions</p> <p><i>Mei and Magda</i></p>	<p>A few parents looked at the curriculum textbooks.</p> <p>Thanks were given to Maria Siu for making phone call reminders to parents. [She was given a list of EL parents and phone numbers. The list was returned.]</p> <p>Mrs. Castro and Mrs. Hernandez offered to help with making phone call reminders for <i>LFP-FF</i> meetings.</p> <p>Mr. Enrique Morales (newly elected ELAC President) will donate some more books to <i>LFP-FF</i>. (He donated boxes of books last year.)</p> <p>A parent will try to get his workplace, Sweet Tomatoes, to cater dinner for <i>LFP-FF</i>.</p>